

Please forward assigned FOIA request to your Division Director so they can determine and directly notify the RA or RA-D that they need to be assigned the FOIA request for responsive records. (This includes 6RA, 6RA-D) Also, if a determination is made that the FOIA request needs to be assigned to a different Division, Region and/or Headquarters, please inform the FOIA Office.

FREEDOM OF INFORMATION ACT REQUEST  
EPA-R6-2017-005415

**REQUEST DATE:** March 28, 2017

**REQUEST RECEIVED:** March 28, 2017

**REQUESTOR INFORMATION:**

Allan L. Blutstein  
America Rising  
1500 Wilson Blvd, 5<sup>th</sup> floor  
Arlington, VA 22209

Email: [ablutstein@americarisingllc.com](mailto:ablutstein@americarisingllc.com) and [ablutstein@arsquared.org](mailto:ablutstein@arsquared.org)  
Work: 703-672-3776 Fax: N/A

**FEE CATEGORY: Commercial**

\*\*\*\*\*SUBJECT\*\*\*\*\*

1. All emails sent by Clovis Steib (Dallas) that mention Scott Pruitt on December 7, 2016; and 2. All emails sent by Mr. Steib that mention President Trump on March 28, 2017.

\*\*\*\*\*ASSIGNED OFFICE(s)\*\*\*\*\*

6MM

**DUE DATE:** April 25, 2017

\*\*\*\*\*SPECIAL INSTRUCTIONS TO DIVISIONS\*\*\*\*\*

1. Always note Fee commitment by requester: \$ 25.00
2. Call the requester with a fee estimate, if cost is expected to exceed amount committed \$ 25.00
3. Each Division must obtain Division Director or delegate concurrence on denial log before routing to ARA signature.
4. Send a copy of the response and cost information sheet to the FOIA Office (6MD-OE).

\*\*\*\*\*DO NOT WRITE IN THIS SPACE, FOR FOIA OFFICE USE ONLY\*\*\*\*\*

**BILLABLE COST**

	\$4.00	\$7.00	\$10.25	Pages	Other	TOTAL
6MM						

**ADMINISTRATIVE COST**

	Postage	Free Docs.	Other	TOTAL
6MM				

**EPA-R6-2017-005415**

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## UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 6

1445 ROSS AVENUE, SUITE 1200

DALLAS, TEXAS 75202-2733

### CERTIFICATION OF ADEQUACY OF SEARCH ON "NO RECORD" RESPONSES

I, \_\_\_\_\_, certify that I am employed by the Environmental Protection Agency, Region 6, in Dallas, Texas (or acting as a representative) as \_\_\_\_\_, that I am familiar with the records requested and/or that I am responsible for conducting the search for responsive records for Request Identification Number **EPA-R6-**\_\_\_\_\_, and that I have conducted an "adequate" search for responsive records by searching the below listed location(s) (as applicable):

- 1.
- 2.
- 3.

I further certify that I am aware that a search for responsive records need not be perfect, only adequate and that adequacy is measured and/or determined by the "reasonableness" of the effort of the search in light of the specific request. Specifically, I have searched for the documents in all places that it is practical for the documents to be located. Moreover, after conducting an adequate search for records on behalf of the \_\_\_\_\_ Division/Unit, I have located no records responsive to this request or portions thereof. Further, I am attaching an itemized listing of all records which my search supports are not in the Region's possession.

Dated: \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Conducting Search

Dated: \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Designated Supervisor for  
Person Conducting Search

*Approved by OGC*

## STAFF CHECKLIST FOR TRANSMITTAL OF RECORDS/INFORMATION

**EPA-R6-**

YES NO N/A

Program has responsive records

\_\_\_\_\_

Searched all possible locations (hard copy/e-mail,  
Files in workstation, file rooms, hard/flash/shared drives,  
CDs, blackberries etc.)

\_\_\_\_\_

Advised RFO/DFC of any special circumstances/  
Sensitivity related to the FOIA Request

\_\_\_\_\_

Consulted with the FOIA Requester and/or RFO/DFC  
For further clarification of the request

\_\_\_\_\_

Completed "Certification of Adequate Search" form  
for "No Records" Response

\_\_\_\_\_

Completed Cost Sheet

\_\_\_\_\_

Provided responsive records to the assigned FOIA  
Specialist by due date on transmittal form

\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Ext. \_\_\_\_\_

Printed Name: \_\_\_\_\_ Office Name: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE REGIONAL  
FOI OFFICER ALONG WITH THE RESPONSIVE RECORDS, A COST SHEET AND  
"NO RECORDS" CERTIFICATION FORM (IF NECESSARY), FOR EACH FOIA  
REQUEST PROCESSED.**

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**INTERNAL USE ONLY – DO NOT SEND THIS TO REQUESTER**

Please read instructions on back before completing form.

**FOIA FEE CALCULATION WORK SHEET**

1.REQUEST NUMBER EPA-R6-	2.TYPE OF REQUESTER	3.DATE COMPLETED	4.ACTION OFFICE
<p>NOTE: The Freedom of Information Act and EPA's regulations state that the Federal Government must obtain a fee commitment from a FOIA requester before billing can occur. So if no fee commitment is plainly given in the request letter or if other Divisions also have records, please contact the requester. Provide the requester with an estimate. Make sure the requester understands what program records you refer to and make a note of his/her fee commitment.</p>			
5. FEE COMMITMENT AMT		6. DATE OF VERBAL/WRITTEN COMMITMENT	7. FEE COMMITMENT RECEIVED FROM
8. CLERICAL PERSONNEL		TOTAL HRS	¼ HOUR RATE
a. Search - \$4.00 @ ¼ HOUR			x \$4.00 =
b. Review - \$4.00 @ ¼ HOUR			x \$4.00 =
9. PROFESSIONAL PERSONNEL		TOTAL HRS	¼ HOUR RATE
a. Search - \$7.00 @ ¼ HOUR			x \$7.00 =
b. Review - \$7.00 @ ¼ HOUR			x \$7.00 =
10. MANAGERIAL PERSONNEL		TOTAL HRS	¼ HOUR RATE
a. Search - \$10.25 @ ¼ HOUR			x \$10.25 =
b. Review - \$10.25 @ ¼ HOUR			x \$10.25 =
11. DUPLICATION/REPRODUCTION		TOTAL	RATE OR ACTUAL
a. Paper or Computer Page (2 sided copy = 2 copies)			x \$ .15 pg =
b. Diskette or CD (Specify 3 CD's, 1 CD etc.)			x \$ 1.00 each =
c. Microfiche			x \$ 1.00/sheet =
d. Microfilm			x \$10.00/cartridge =
e. Video or Audio Cassette (Specify)			x \$5.00/each =
f. Maps			
g. Photos			
12. OTHER COSTS		TOTAL	RATE OR ACTUAL
a. Computer Cost			x =
b. Certifications			x \$25.00 =
c. Special Handling – Overnight Mail			x =
d. Other			x =
13. ACTUAL ADMIN. COST FOR NON-BILLABLE STAFF TIME		TOTAL	¼ HOUR RATE
a. Preparer's Name: _____ Grade/Step: _____			x =
b. Preparer's Name: _____ Grade/Step: _____			
14. FOR FOIA OFFICE USE ONLY			
a. TOTAL ADMINISTRATIVE/PROCESSING FEES _____		c. TOTAL CHARGED _____	
b. TOTAL COLLECTABLE FEES _____		d. FEES WAIVED/REDUCED    YES    OR    NO	

# INSTRUCTIONS FOR COMPLETING THE FOIA FEE CALCULATION WORK SHEET

Pursuant to the Electronic Freedom of Information Act Amendment of 1996, the Annual Report to Congress that all agencies are required to submit must include the administrative cost to implement FOIA.

The FOI Office will generate a bill for the requester but we also need your help to capture the actual administrative cost to process a FOIA request. Therefore, this worksheet is to be completed for all FOIA requests by all personnel involved in answering a FOIA request. Please complete the following information and return it to the FOIA Office along with a copy of the response letter. If you have any questions, please contact Leticia Lane at 214-665-7202 or [lane.leticia@epa.gov](mailto:lane.leticia@epa.gov).

1. REQUESTER NUMBER - e.g., 06-FOIA-0342-03.

2. TYPE OF REQUESTER

**#1 Commercial Use Request:** requester charged for search, review & duplication costs.

**#2 Educational & Non-Commercial Scientific Institutions:** requester charged for duplication costs excluding the first 100 pages.

**#3 Representative of the news media:** requester charged for duplication costs excluding the first 100 pages.

**#4 All Other Requests:** requester charged for search & duplication time excluding the first two hours of search time & the first 100 pages of duplication.

3. DATE COMPLETED - Enter month, day and year.

4. ACTION OFFICE - Mail code of responder.

5. FEE COMMITMENT AMT - fee commitment amount received from requester for the processing of FOIA request.

No Fee Charged for  $\leq \$14.00$

Bills sent between \$14.01 - \$25.00, no payment assurance required  
Written Assurance of payment from requester for amounts  $> \$25.00$

6. DATE OF VERBAL / WRITTEN COMMITMENT - date when verbal or written fee commitment was given.

7. FEE COMMITMENT RECEIVED FROM - name of person from which you received verbal or written fee commitment.

8. CLERICAL PERSONNEL - enter total hours x hourly rate = cost.

a. Search - Time spent in locating the requested information.

b. Review - Time spent in reviewing the document content for releasable documents.

9. PROFESSIONAL PERSONNEL - enter total hours x hourly rate = cost.

Search/Review - see explanation above.

10. MANAGERIAL PERSONNEL - enter total hours x hourly rate = cost.

Search/Review - see explanation above

11. DUPLICATION / REPRODUCTION - Enter Total x Rate or Actual = Cost.

12. OTHER COSTS - Enter Total x Rate or Actual = cost.

13. ACTUAL ADMIN. COST FOR NON-BILLABLE STAFF TIME -  
enter total x hour rate = cost

Time spent in activity other than above, such as hand carrying documents to other locations, restoring files, preparing ltr, telephone calls etc.

a. Preparer's Name is the person who prepares ltrs/telephone calls etc. Grade/Step is grade & step of preparer.

14. FOR FOIA OFFICE USE ONLY

a. Total Administrative / Processing Fees - add the actual administrative cost block in the cost column.

b. Total Collectable Fees - add the review / search blocks in the cost column.

c. Total Charged - enter the amount that the requester was charged.

d. Fees Waived / Reduced - indicate if the cost of processing the request was waived or reduced by circling yes or no.